

# Mt. Morris Library Board *ANNUAL MEETING* Minutes

Monday, January 9, 2023

6:00 PM

ANNUAL MEETING called to order 6pm by J. Privitera

Trustees present: Stephanie Gehrig, Colleen Proctor, Jon LaDelfa, Donna Todd, Gary Moore, and Joanne Privitera

Trustees absent: Roselyn Rudney

Others present: Sharon Stanley

Motion to accept the 2022 Annual Meeting minutes by G. Moore, 2nd by D. Todd: motion carried (7 ayes)

Motion to ELECT the following OFFICERS for 2023-2024 by G. Moore, 2nd by D. Todd: motion carried (7 ayes)

- President: Stephanie Gehrig
- VP: Joanne Privitera
- Secretary: Colleen Proctor
- Treasurer: Jon LaDelfa

Motion to accept the secretary's report from January 30, 2022 by J. Privitera, 2nd by G. Moore: motion carried (7 ayes)

## **Committees**

**2023**

FINANCE

Gary and Jon

BUILDING/MAINTENANCE

Donna and Gary

PROGRAMMING

Ro and Stephanie to work with Dawn (if needed)

PUBLIC RELATIONS

Stephanie & Colleen

PERSONNEL

Stephanie, Colleen, and Jon

- **Meeting Dates** for 2023 (most are the first MONDAY of the month)
  - February 6th
  - March 6th
  - April 3rd
  - May 1st
  - June 5th
  - NO MEETING in July
  - August 7th
  - TUESDAY, September 5th
  - October 2nd
  - November 6th
  - December 4th

Annual Meeting date: January 8, 2024

Motion to adjourn at 6:10pm by G. Moore, 2nd by J. Privitera: motion carried (7 ayes)



# Mt. Morris Library Board Minutes

Monday, January 9, 2023

6:00 PM



**MEETING called to order** at 6:11 by S. Gehrig

Motion to approve of minutes from December 12, 2022 meeting by J. LaDelfa, 2nd by G. Moore: motion carried (7 ayes)

Motion to approve 2023 Budget by G. Moore, 2nd by D. Todd: motion carried (7 ayes)

Stephanie will meet with Greg Bump and Mike Cox from MMCS D in March to explain the 13% increase to the budget

Director's Report - none

## Old Business

- Trustee Ethics Statement

Discussion about need for signatures because info provided by OWWL doesn't say anything about signing

All will be signed and turned in by the end of February

## New Business

Garbage pick-up and disposal

Motion by J. Privitera, 2nd by G. Moore to pay the Town of Mt. Morris the \$45/year charge as well as purchase \$300 worth of garbage stickers: motion carried (7 ayes)

S. Stanley will go to Town office and purchase both

Director Position

Interview questions were discussed and selected

S. Gehrig will provide a clean, updated copy to everyone

Interviews

Dates of Wednesday Jan. 18th, Jan. 25th and Feb. 1st were selected to conduct interviews

S. Gehrig will call potential candidates to set up interviews

J. LaDelfa, D. Todd, S. Gehrig, G. Moore, J. Privitera and possibly R. Rudney will conduct

interviews - J. Privitera will participate via Zoom for both dates and J. LaDelfa will participate remotely for interviews on 1/25/23

Credit Card

J. LaDelfa will open CC via Five Star. This will allow director to purchase items on Amazon or any website without the added expense of subscriptions

Programming Update

Dawn is beginning to set up Summer Reading performers

Motion to enter Executive Session at 7:04 pm by J. Privitera, 2nd by G. Moore: motion carried

Needed for/to:

Discussions regarding proposed, pending or current litigation;

Medical, financial credit or employment history of a particular person or corporation, or the matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation

Motion to exit Executive Session at 7:46 with no action taken by G. Moore, 2nd by C. Proctor: motion carried

Motion to Adjourn at 7:48 by G. Moore, 2nd by J. LaDelfa: motion carried

**NEXT MTG : February 6, 2023 at 6PM in Library**

# Mt. Morris Library Board Minutes

Monday, February 6, 2023

6:00 PM

Meeting called to order by President S. Gehrig at 6:00 PM

Trustees present: Stephanie Gehrig, Gary Moore, Ro Rudney, Donna Todd, Colleen Proctor and, Jon LaDelfa

Trustee present via FaceTime: Joanne Privitera

Others present: Sharon Stanley, Interim Director

*Motion to approve Minutes from January 9, 2022 Meeting by J. LaDelfa, 2nd by D. Todd: Motion carried (7 ayes)*

Treasurer's Report - none

Director's Report - none

## Old Business

- There is one more interview. Board will meet to discuss candidates after that.

## New Business

*Motion to accept FFRPL Annual Grant Report for 2022 by G. Moore, 2nd by D. Todd: Motion carried (7 ayes)*

Trustee Education Requirement reviewed. Each trustee will keep track of their own Professional Development/Learning. Different webinars will be shared at Board Meetings that will benefit all trustees

*Motion to approve Trustee Education Policy by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes, JL they*

Movie License Renewed by Sharon Stanley

Sharon Stanley will complete Annual Report

LCPLAC Meeting on Wednesday, Feb. 8, 2023 via Zoom. Sharon Stanley will attend. Donna Todd will attend next meeting in October with the director

Sharon Stanley applied for a Dollar General Grant to use for Summer Reading Program

Sharon Stanley will write a letter to the school requesting an amount of \$130,000 to be placed on May Proposition.

*Motion to exceed tax cap amount made by G. Moore, 2nd by D. Todd: Motion carried (7 ayes)*

Stephanie Gehrig will meet with Greg Bump and Mike Cox from school to explain increase

Board agreed budget should be advertised in Shopper so community knows prior to May vote

Letter of concern shared by patron regarding book(s) in Children's Section

Sharon Stanley asked her to fill out Challenge of Library Materials Form

Jon LaDelfa said he will also be completing Challenge of Library Materials Form on a book he has concerns about

## Programming Update

Dawn has started to think about Summer Reading

Friday afternoon children's programs continue to be offered as well as "special" Saturday programs

At least 4 to 5 children on Fridays - attendance varies on Saturdays

*Motion to enter into Executive Session with Sharon Stanley in attendance at 6:34 PM by G. Moore, 2nd by J. LaRocca*  
carried (7 ayes)

Medical, financial credit or *employment history of a particular person* or corporation, or the matters *leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person* or corporation

*Motion to exit Executive Session at 6:56 PM by G. Moore, 2nd by J. LaRocca* carried (7 ayes)

*Motion for President Gehrig to contact the former director to review hours of operation and review the employees only ~~as~~ as counsel Library employees on how to address those concerns with patrons by D. Todd, 2nd by G. Moore* carried (7 ayes)

Motion to Adjourn at 7 PM by G Moore, 2nd by D. Todd: Motion carried (7 ayes)

NEXT MTG: Sunday, FEBRUARY 26, 2023

## Mt. Morris Library Board Minutes

Sunday, February 26, 2023

Meeting called to order by President S. Gehrig at 6:00 PM

Trustees present: Stephanie Gehrig, Gary Moore, Ro Rudney, Donna Todd, Colleen Proctor and, Jon LaDelfa

Trustee present via FaceTime: Joanne Privitera

Others present: Sharon Stanley, Interim Director and Fernanda Astiz

*Motion to approve minutes from January 9, 2022 Meeting by G. Moore, 2nd by R. Rudney: Motion carried (7 ayes)*

Treasurer's Report - none

- Jon spoke with Dennis Canary about new director and Dennis will reach out and set up meeting

*Motion to approve Director's report by D. Todd, 2nd by J. LaDelfa: Motion carried (7 ayes)*

### Old Business

Trustee Education

We will have our first training in April - S. Gehrig will review and find one that might be of interest. G.

Moore suggested the Financial one

Update regarding Saturday issues

S. Gehrig reached out to KDW and explained the situation. KDW addressed it and no other issues to report.

Update on email signature

S. Gehrig researched and found that any policy must be consistent and made prior to hiring

Motion by G. Moore, 2nd by J. LaDelfa for a new policy as follows: "All correspondence leaving Mount Morris Library in an email should be signed only by Director or proper employee designation." Motion carried (7 ayes)

### New Business

New director - Fernanda Astiz

Mentoring by Sharon Stanley

Resignation by Dawn Crawford

Motion to accept resignation with regret by G. Moore, 2nd by R. Rudney: Motion carried (7 ayes)

### Programming Update

Dawn has organized Summer Reading so we only need someone to coordinate the days of each event

Executive Session: not needed

Motion to Adjourn at 6:38 by D. Todd, 2nd by R. Rudney: Motion carried (7 ayes)

NEXT MTG: April 3, 2023

# **Mt. Morris Library Board Minutes**

**March 5, 2023**

6 PM

Trustees Present: Donna Todd, Gary Moore, Colleen Proctor, Ro Rudney, and Stephanie Gehrig

Trustees Absent: Jon LaDelfa

Trustees via FaceTime: Joanne Privitera

No guests

Meeting called to order at 5:56 PM by President Gehrig

Motion to enter into Executive Session at 5:57 PM to discuss: Medical, financial credit or employment history of a particular person or corporation, or the matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation by G. Moore, 2nd by R. Rudney: Motion carried

Motion to exit Executive Session at 6:25 PM by G. Moore, 2nd by D. Todd: Motion carried

No action taken

Motion to Adjourn at 6:27PM by G. Moore, 2nd by D. Todd: Motion carried

# Mt. Morris Library Board Minutes

Monday, April 3, 2023

6:00 PM

Meeting called to order by President S. Gehrig at 6:00 PM

Trustees present: Stephanie Gehrig, Gary Moore, Ro Rudney, Donna Todd, Colleen Proctor and, Jon LaDelfa

Trustee absent: Joanne Privitera

Others present: Fernanda Astiz, director

*Motion to approve minutes from February 26, 2023 and March 5, 2023 by G. ~~Moore~~ by D. Todd: Motion carried (7 ayes)*

Treasurer's Report - none

*Motion to approve Director's Report by J. LaDelfa, 2nd by R. Rudney: Motion carried (7 ayes)*

Trustee Education Workshop

Issues with hook-up - will try again at next meeting

## Old Business

### ● New Sign update

Sign is paid via grant and Library Friends' Group

Installation when weather is good - Fernanda will call G. Moore when she knows date and time

## New Business

Budget Proposition info

S. Gehrig met with Greg Bump, Supt. and Mike Cox, Bus. Admin. They will work together to write up information for the Budget Hearing slide presentation and mailings

NYLA Annual Conference

2023 OWWL Grant received

The scholarship award is \$800 to attend the NYLA Annual Conference & Trade Show, November 1-4, in Saratoga Springs.

GVAC Grant

MML rec'd two grants

1. Summer Reading Program \$1378

2. The Language of Dance \$ 3268 (this will be in conjunction with MM School and the elementary PE classes)

Discuss with artist about a possible library program in the future

April 27, 2023 Trustee/Director Q&A Session

S. Gehrig and F. Astiz are signed up - S. Gehrig will register D. Todd, R. Rudney, C. Proctor, and G. Moore for the in-person Q&A Session on April 29th at 6pm at Wadsworth Library in Geneseo

#### NYS Notary Public certification

Dues are \$60: Motion by G. Moore, 2nd by C. Proctor to pay for Fernanda's dues: Motion carried (7 ayes)

#### Open House/Welcome the New Director Reception

Monday, May 8th from 4-6pm

S. Gehrig will email Jerry to put an ad in Shopper. Light refreshments (water, punch, cookies, and small cupcakes - C. Proctor will provide paper products)

S. Gehrig will contact the school to see where they got cookies, G. Moore checked and suggested Perry Market

#### Safety and Security Measures

Fire extinguisher should be serviced

Fernanda will contact Fire Chief

Cameras are still functioning

#### Toshiba Contract and Printing/Fax fees

All computers have been switched to black and white copies. Over 4,000 colored copies to date - over our limit

J. LaDelfa suggested that Fernanda call Toshiba and negotiate other options

#### Website update

In order to receive IT support from OWWL, we need to use their template - Fernanda is in process of creating new website using OWWL template

#### Cash Handling Procedures

Because we're an Association Library we don't need to use a register - procedure of recording cash transactions has been developed (open on Monday - close on Saturday)

Cash should be secured each night in a locked cabinet

#### ALA Membership

\$40 Membership - Motion to pay for Fernanda's membership by D. Todd, 2nd by C. Proctor: Motion carried (3 ayes - SG, CP, DT) (2 nays - JL, GM) (1 abs - RR)

#### Library Clerk Ad (to replace Dawn)

Fernanda will contact Jerry at Shopper and post ad on FB

#### Morris Ridge Grant

Library rec'd notification that there is a \$20,000 grant (divided by total number of participants)

- Fernanda will apply for grant

### **Programming Update**

- Children's programs:
  - St. Patrick's Day Party - good attendance
  - Easter Egg Hunt - Saturday, April 8th at 11AM
  - Summer Library Program update
    - Dawn is preparing programs and talking to business for prizes

Executive Session: none needed

Motion to adjourn at 7:38PM by G. Moore, 2nd by D. Todd: Motion carried (7 ayes)

**NEXT MTG: May 1, 2023**

# Mt. Morris Library Board Minutes

Monday, May 1, 2023

6:00 PM

<https://mountmorrislibrary.org>

Meeting called to order by President S. Gehrig at 6:03 PM

Trustees present: Stephanie Gehrig, Gary Moore, Ro Rudney, Donna Todd, Colleen Proctor and, Joanne Privitera

Trustee absent: Jon LaDelfa

Others present: Fernanda Astiz, director

Motion to approve minutes from April 3, 2023 by G. Moore, 2nd by D. Todd: Motion carried (6 ayes)

Treasurer's Report- none

Motion to accept Director's Report by G. Moore, 2nd by J. Privitera: Motion carried (6 ayes)

## Trustee Education

State Aid for Library Construction - encouraged everyone to use list from OWWL to get State required

Professional Learning

Need to discuss applying for a grant to remodel bathroom

## Old Business

New Sign looks great

Solar lights purchased

Open House/Meet and Greet

Cookies, cupcakes, small water

Gary will get cookies, Ro will get small water, and Stephanie/Donna will order/purchase cupcakes,

Colleen will get platters

Fire Extinguisher

Stephanie will text Fire Chief(s) to get information

Tanner suggested: Tanner Harvey from Groveland - cell: 716-991-8927

GVAC Grant

(\$1378) for Summer Reading

April 27th Trustee Session

Shared information learned - Stephanie will create outline of information and share with everyone

Copier

Back on track with numbers

Website

Fernanda working on this

Need to post minutes within two weeks (even those not approved yet)

Morris Ridge Grant

Completed and submitted

## New Business

- Library Friends' inquiries

Fernanda and Nikki will work together to

Community report 2022

Stephanie and Fernanda will look at information presented and update by the deadline of

May 12, 2023

Updated 2023 budget information for OWWL (tabled until next meeting)

Visitor Door Counter (tabled until next meeting)

Review prices for copying, faxing, etc (tabled until next meeting)

Motion to enter Executive Session at 6:04 PM by G. Moore, 2nd by C. Proctor: Motion carried (6 ayes) to discuss the Medical, financial credit or employment history of a particular person or corporation, or the matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation

Director invited to stay

Motion to exit Executive Session Executive Session by D. Todd, 2nd by R. Rudney: Motion carried (6 ayes)

Motion to Adjourn at 6:54 PM by C. Proctor, 2nd by D. Todd

NEXT MTG: June 5, 2023

\* denotes vote items

# Mt. Morris Library Board Minutes

Monday, June 5, 2023

6:00 PM

<https://mountmorrislibrary.org>

Meeting called to order by President S. Gehrig at 6:03 PM

Trustees present: Stephanie Gehrig, Gary Moore, Ro Rudney, Donna Todd, Colleen Proctor and, Jon LaDelfa

Trustee absent: Joanne Privitera

Others present: Fernanda Astiz, Director

Motion to approve minutes from May 1, 2023 by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes)

Motion to approve the treasurer's report by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes)

Motion to move \$40,000 into an interest bearing account with higher rate, leaving \$10,000 in Community Bank by G. Moore, 2nd by D. Todd: Motion carried (6 ayes)

Motion to accept Director's Report by J. LaDelfa, 2nd by D. Todd: Motion carried (6 ayes)

Trustee Education reminder that we need two hours

We will have a general training in the fall on Construction Grants

## Old Business

Sign and lights

solar lights work well

Fire Extinguisher update

Everything is updated - will have extinguishers checked yearly

Copier update

Settings changed to B&W which has reduced cost

Motion to charge NO MORE than \$30.00 and up to 50 pages for faxing documents by G. Moore, 2nd D.

Todd: Motion carried (6 ayes)

Website and FB update

Changing "Loudest Library in Livingston County" to "A Small Library with a BIG heart" due to staff and patron input

Stephanie believes FB issue is fixed - Kristina given posting rights and will take over Social Media promotions

Grant updates

We did not get the Morris Ridge grant. We were encouraged to apply again next year

We also did not receive Dollar General grant that Sharon applied for

Visitor Door Counter purchased and installed

## New Business

- Approval of new hires, E dna Painter and Kristina Corbett by D. Todd, 2nd by R. Rudney: Motion carried (6 ayes)  
Extra hours for director submitted to Dennis  
Motion to change September's meeting date to the 11th and to permanently change the meeting time to 5 PM by G. Moore, 2nd by C. Proctor: Motion carried (6 ayes)  
Motion to purchase four (4) new standard desktop computers to replace all 2017 computers by D. Todd, 2nd by G. Moore: Motion carried (6 ayes).  
New computers will go to staff and staff computers will be moved to public  
Looking at a (3) three year rotation to keep computers up to date

Leaking faucet in bathroom and issues with outdoor/downstairs spigot.

Stephanie will call Tom Hillier and see if he can replace with Ball Valve

Gary will talk with Jim Olverd about possible reconfiguring of basement pipes

Programming

Children's Summer Reading programs are set and ready to go

Fun Run for Glory Day is June 10th starting at MML

MML in conjunction with Liv. Co. Dog Control will offer a program on June 20, 2023

Executive Session: None needed

Motion to Adjourn at 7:01 PM by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes)

NEXT MTG: August 7, 2023 at 5:00 PM

**Mt. Morris Library Board Minutes**  
**Monday, August 7, 2023**

Regular Meeting called to order by President Gehrig at 5:00 PM

Trustees present: Stephanie Gehrig, Gary Moore, Ro Rudney, Donna Todd, Colleen Proctor, Jon LaDelfa, and Joanne Privitera

Others present: Fernanda Astiz, Director

Motion to approve minutes from June 5, 2023 by J. Privitera, 2nd by R. Rudney: Motion carried (7 ayes)

Motion to approve Treasurer's Report by D. Todd, 2nd by G. Moore: Motion carried (7 ayes)

- Jon will reach out to The Community Foundation to inquire about the decreased amount of the check from last year to this year

Motion to approve Director's Report by J. LaDelfa, 2nd by G. Morrie: Motion carried (7 ayes)

Trustee Education reminder: need two (2) hours by the end of December

- Construction Grant workshop video viewed at end of meeting for 30 minutes

**Old Business**

- Plumbing update: T. Hillier called regarding leaking hot water tank - replaced
- Computer replacement update
  - Motion to approve the purchase of three (3) computers for public stations by D. Todd, 2nd by J. Privitera: Motion carried (7 ayes)
- Website update
  - New site is up and running ([mountmorrislibrary.owwl.org](http://mountmorrislibrary.owwl.org))

**New Business**

- Building Maintenance
  - Handicapped bathroom discussion
- New Harassment and Discrimination Prevention Policy - vote on at next meeting
- Pest Control Policy - vote on at next meeting (Fernanda will send to Trustees)
- Long Range Plan - vote on extension at next meeting (Stephanie will send to Trustees)
- Community Survey needs to be developed to help develop a new Long Range Plan
- Sales Tax - suggested donation amount sign to be added to fax machine

**Programming**

- Summer Reading Programs are going well
- Adult Programs
  - Spice Club - led by Fernanda
  - Book Clubs

Executive Session: not needed

Motion to Adjourn by G. Moore, 2nd by C. Proctor: Motion carried (7 ayes)

NEXT MTG: September 11, 2023 at 5:00PM

**Mt. Morris Library Board Minutes**  
**Monday, September 11, 2023**

Meeting called to order by President S. Gehrig at 5:00 PM

Moment of Silence to remember those who lost lives on September 11, 2001

Trustees present: Stephanie Gehrig, Gary Moore, Ro Rudney, Donna Todd, Colleen Proctor, Jon LaDelfa, and Joanne Privitera

Trustee absent: none

Others present: Fernanda Astiz, director

Motion to approve minutes from August 7, 2023 by J. Privitera, 2nd R. Rudney: Motion carried (7ayes)

Motion to approve Treasurer's Report by G. Moore, 2nd by D. Todd: Motion carried (7ayes)

Jon waiting to hear back from Community Fund as to how payment amount was calculated

Motion to approve Director's Report by D. Todd, 2nd by J. Privitera: Motion carried (7ayes)

**Old Business**

- Approval of Harassment and Discrimination Prevention Policy - Tabled until next meeting
  - Stephanie and Fernanda will meet to review policy provided by OWWL, one provided by J. LaDelfa, and present policy
- Motion to approve Pest Policy by D. Todd, 2nd by R. Rudney: Motion carried (7ayes)
- Motion to approve Tobacco Use Policy with correction of applying only to library property, not within 100 feet, by J. Privitera, 2nd by D. Todd: Motion carried (7ayes)

**New Business**

- Motion to approve Long Range Extension [Plan](#) by G. Moore, 2nd by C. Proctor: Motion carried (7ayes)
  - Creation of Long Range Plan (LRP) Committee
    - Stephanie Gehrig, Donna Todd, and Joanne Privitera will work with Fernanda to develop
- Bathroom Renovation
  - Reviewed meeting with J. Olverd
- Fire Dept.
  - Concern over parking lot during business hours
  - Stephanie will reach out
- Purchasing policy and procedures - none needed

**Programming updates** *(See Fernanda's Report)*

Executive Session needed to discuss pending litigation

Motion to enter Executive Session at 6:07 PM by J. LaDelfa, 2nd by R. Rudney: Motion carried (7ayes)

Motion to exit Executive Session at 6:14PM by D. Todd, 2nd by G. Moore: Motion carried (7ayes)

Motion to Adjourn at 6:15PM by J. LaDelfa, 2nd by R. Rudney: Motion carried (7ayes)

NEXT MTG: October 2 , 2023 at **5:00PM**

## **Mt. Morris Library Board Meeting Minutes**

**Monday, October 2, 2023**

**5:00 PM**

Meeting called to order by President S. Gehrig at 5:00 PM

Trustees present: Stephanie Gehrig, Gary Moore, Ro Rudney, Donna Todd, Colleen Proctor, Jon LaDelfa, and Joanne Privitera

Trustee absent: none

Others present: Fernanda Astiz, director

Motion to approval of minutes from September 11, 2023 by G. Moore, 2nd R. Rudney: Motion carried (all ayes)

Treasurer's Report - none

Jon will continue to question Rochester Community Fund regarding decrease in amount

Motion to approve Director's Report by D. Todd, 2nd by J. Privitera: Motion carried (all ayes)

### **Old Business**

- Review of Harassment and Discrimination Prevention Policy - tabled until next meeting
- Stephanie and Fernanda will meet to update policy
- Bathroom update
- Fernanda's compensation review/conversation
  - Fernanda passed out materials for review - discussion at next meeting in Executive Session

### **New Business**

- American Library Association
  - Motion made by J. LaDelfa, 2nd by G. Moore to disassociate MM Library from ALA: Motion did not pass (Aye: JL, GM, Nye: SG, CP, JP, DT: Abstain - RR)
- Halloween
  - Library will be open until 7pm
  - Friends will pass out bags

**Programming updates** (*See Fernanda's Report*)

### **Other items:**

- Fernanda will evaluate clerks
- Various grants will be completed by Fernanda
- Gary suggested to update Disaster Plan
  - Stephanie and Fernanda will update for approval at next meeting

Executive Session: none needed

Motion to Adjourn at 6:20 PM by J. LaDelfa, 2nd by G. Moore: Motion carried

NEXT MTG: November 6, 2023 at **5:00PM**

## Mount Morris Library Association

Dr. M. Fernanda Astiz

Director's Report, October 2nd, 2023

### Staff updates

I rewarded library clerks with subs for a job well done.

The first staff professional development day is scheduled for October 14<sup>th</sup> from 10:00 a.m. to 12:00 p.m. The library will open from 12:00 to 2:00 p.m. that Saturday.

The Employee Assistance Program (EAP) contract with ESI will expire on 11/30/2023. For this year's renewal, ESI will not increase the cost per employee, which is \$26.09/employee/year. The OWWL Library System will subsidize 50% of the cost (\$13.05/employee) of this benefit if the library chooses to offer this benefit to its staff. This 50% subsidy applies only for this renewal, 12/1/23-11/30/24. The final cost would be \$13.04/employee/year for OWWL member libraries.

Due to a recent biohazard accident in the kids' area of the library, I decided to obtain a couple of estimates to get the library's carpet cleaned (at least certain sections).

### Programs, collection, and grants

The first Spice Club meeting was quite successful. Eight people (one child) were in attendance. Next month's spice is Paprika.

I continue to review and weed the library's collections and repurpose the limited library space and furniture.

I have been offering library instruction sessions for youth 6 years old and older. This service has been well received among home-schooled users and patrons.

In observance of Hispanic Heritage Month and National Good Neighbor Day, dual language (English/Spanish) Story Time sessions are scheduled for this week.

All programs are being advertised in the Mount Morris Shopper.

I have been having conversations with *Quajay Donnell*, a Rochester-based photographer and writer whose work has focused on community and public art, to participate in next year's summer program. The program will include a teen photography workshop on next year's summer reading program theme, Adventure Begins at Your Library.

The Livingston County Health Department has been contacted about the availability of free rapid COVID-19 tests and offered the library as a possible distribution center for such tests.

I am working on two grants to be submitted to GVAC at the end of the month and applied for a grant to obtain NK95 masks for the community. The latter was approved. The first installment of masks was received this week.

The library is participating in The Poulin Project, which distributes the work of hundreds of contemporary writers and poets published by New York State independent presses to public schools, libraries, prisons, and alternative education centers throughout New York State, free of charge. Books are distributed in box sets of 50-75 titles to 50 public institutions each year. The project creates collaborations between local communities, writers, editors, and publishers to bridge readers and students with resources they would not otherwise be able to acquire. The box sets will be shipped out in the coming weeks.

The community garden veggies hut was installed this past Tuesday and stocked up this past Thursday. I will seek additional donations for it.

### Website and social media

All library policies must be posted on our website. I am progressively adding them to it.

The library has regained an active presence in social media, particularly on Facebook and Instagram.

Adobe Acrobat Pro has been purchased for the director's computer.

Respectfully submitted.

## **Mt. Morris Library Board Minutes**

**Monday, November, 2023**

**5:00 PM**

Meeting called to order at 5:30 PM by Stephanie Gehrig

Trustees present: Stephanie Gehrig, Gary Moore, Ro Rudney, Donna Todd, Colleen Proctor, and Joanne Privitera

Trustees present by Zoom: Jon LaDelfa

Trustee absent: none

Others present: Fernanda Astiz, director

Motion to approve minutes from October 2, 2023 by G. Moore, 2nd by D. Todd: Motion carried (7ayes)

Treasurer's Report - none

- J. LaDelfa will create a tentative 2024 budget, email to trustees. It will be reviewed, adjusted as needed, and voted on at the December meeting.
- Motion to move account from MM Community Bank to MM Five Star Bank by D. Todd, 2nd by G. Moore: Motion carried (7ayes)
- Jon will continue to talk with Rochester Area Community Foundation regarding the decreased distribution money we received

Motion to approve Director's Report by D. Todd, 2nd by J. Privitera: Motion carried (7ayes)

- \$300.00 award from OWWL in response to things being done at the library to engage youth and teens through book collections and programming
  - Kudos given to Fernanda Astiz and Kristina Corbett.

### **Old Business**

- Motion to approve Harassment and Discrimination Prevention Policy as presented by J. Privitera, 2nd by R. Rudney: Motion carried (6ayes, 1nay (J. LaDelfa))
- Motion to approve the Anti-Harassment Formal Complaint Form by G. Moore, 2nd by J. Privitera: Motion carried (7ayes)
- Motion to approve Emergency Plan with addition of phone numbers for electrician and locksmith by G. Moore, 2nd by C. Proctor: Motion carried (7ayes)
- Bathroom - waiting to set up a meeting to review blueprints with Kircher. They also have a camera to view inside of pipes

### **Programming updates (See Fernanda's Report)**

Motion to move to Executive Session at 5:54 PM to discuss personnel by G. Moore, 2nd by R. Rudney: Motion carried (7ayes)

Motion to exit Executive Session at 6:12 PM by G. Moore, 2nd by D. Todd: Motion carried (7ayes)

Motion to Adjourn at 6:13 PM by J. Privitera, 2nd by C. Proctor: Motion carried (7ayes)

NEXT MTG: **December 4** , 2023 at **5:00PM**

Annual Meeting: January 8, 2024

## **Mount Morris Library Association**

Director's Report, November 6<sup>th</sup>, 2023

Summary of my work and library activities since the last Board of Trustees meeting.

### Fernanda's work and activities:

- Purchased and installed Adobe Acrobat Professional on two of the library's computers, hers and one of the staff's computers.
- Worked with OWWL's IT staff in solving printing problems with the library's public computers.
- Participated in the testing of the new *Evergreen* integrated library system, which was launched Nov. 1<sup>st</sup>.
- Attended the following workshops:
  1. Cybersecurity for Libraries.
  2. Sign language for library staff.
  3. The use of play and other sensory practices during story time (professional development workshop at the Strong Museum of Play).
  4. Collection management.
  5. Trauma-informed practices.
  6. Creating Fundable Grant Proposals in Libraries (without harming yourself or others in the process).

- Fernanda will be completing the Introduction to Emergency Planning online course (from Nov. 6<sup>th</sup> to Nov. 17<sup>th</sup>).
- Successful meeting with library clerks—Edna was the only person missing due to family-related reasons. Topics covered during the meeting: library policies and procedures, general information from the workshops Fernanda attended, and changes to the *Evergreen* integrated library system.
- Submitted a grant request (\$3269) to GVCA. Project title: “Social Isolation and Older Adults Well-being. Promoting Community Through the Language of Dance.”
- Grant received from OWWL in the amount of \$300 to continue to expand our library collection and programs for at-risk youth in Mount Morris.
- Fernanda at NYLA conference, from Nov 1<sup>st</sup> to 4<sup>th</sup>. Attended several very informative sessions such as Tech Trends for Libraries in 2024, Weeding Topics, Data Use in Small Libraries, and Designing Community-Centered Libraries.
- LibCal subscription for 2023, participating libraries will be charged approximately \$45.00.
- The \$5.00 Interlibrary Loan (ILL) fee billed to libraries for patron Out-of-System Interlibrary Loan requests will no longer be collected by the OWWL Library System.
- Our Employee Assistance Program (EAP) contract expires on 11/30/2023. For this year's renewal, ESI will not be increasing the cost per employee, which is \$26.09/employee/year. OWWL Library System will subsidize 50% of the cost (\$13.05/employee) of this benefit. The System will subsidize 50% this one time only for this renewal, 12/1/23-11/30/24. The final cost would be \$13.04/employee/year for member libraries. Our library enrolled all staff members (5) in this program.
- Kanopy was launched two weeks ago, this is a System-funded service that offers streaming video through Kanopy's website and app. It has been extremely popular among our patrons.
- The library continues to experience some delivery problems, particularly with magazine subscriptions which are delivered by the US postal service. Fernanda contacted the post office with this concern.

#### Staff:

- Shelly had shoulder surgery a week and a half ago. She seems to be progressing as expected. Fernanda is doing all the cataloging of new books and processing of new patron information. We hope Shelly fully recovers and rejoins the team very soon. Kristina and Jane are covering Shelly's hours.
- Jane, Kristina, Edna, and Fernanda have successfully completed the mandated Discrimination and Harassment training this year.
- Nikki Llewellyn will be volunteering a few hours per week to assist with typical circulation desk tasks.

#### Programming:

- All programs have been advertised in the Mount Morris Shopper almost weekly.
- The Spice Club continues to drive interest among patrons. It is currently the most popular program we are running.
- The Native American Heritage Month display has attracted attention to recently purchased books on the topic.
- Very successful Halloween Party and Trick-or-Treat night. During Halloween week, the library offered donuts, candy, apple cider, and coffee to library users. MMLF assisted with seasonal decorations and treat bags.
- Our community has an important number of Puerto Ricans who will benefit from receiving and reading CNY Latino newspaper. Fernanda is in conversation with the CNY president to obtain the paper for free.
- In discussions with other library directors within the OWWL system, most libraries experience low participation in Story Time. Similarly to what is happening with other library programs, families/patrons sign up but end up not attending the program.

Respectfully submitted,

Dr. M. Fernanda Astiz

# **Mt. Morris Library Board Meeting Minutes**

## **Monday, December 4, 2023**

Meeting called to order by President S. Gehrig at 5:00 PM

Trustees present: Stephanie Gehrig, Gary Moore, Donna Todd, Colleen Proctor, Jon LaDelfa, and Joanne Privitera

Trustee absent: Ro Rudney

Others present: Fernanda Astiz, Director

Motion to approve November 6, 2023 minutes by G. Moore, 2nd by J. Privitera: Motion carried (6 ayes)

### **New Business**

- 2024 Budget
  - Motion to approve tentative 2024 budget by G. Moore, 2nd by C. Proctor: Motion carried (6 ayes)

Motion to approve Director's report by J. Privitera, 2nd by J. LaDelfa: Motion carried (6 ayes)

### **Old Business**

- Reminder of Professional Development two (2) hours requirement
  - Annual Sexual Harassment Training in January
- Bathroom update
  - Proposal by Kircher Construction to create handicapped
  - Fernanda will continue to look for grant opportunities to help offset the cost

### **New Business**

- Motion to approve the resignation of Edna Painter by G. Moore, 2nd by J. Privitera: Motion carried (6 ayes)
- Tax Cap Override Motion:
  - Whereas, the adoption of the 2024 budget for the Mount Morris Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Mount Morris Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law on December 4, 2023 by D. Todd, 2nd by G. Moore: Motion carried (6 ayes)
- Motion to approve 2024 Library closure dates by D. Todd, 2nd by C. Proctor: Motion carried (6 ayes)
- Fernanda will place ad in Shopper regarding Annual Meeting on January 22, 2024

**Programming updates** (*See Fernanda's Report*)

NO Executive Session needed

Motion to Adjourn by C. Proctor, 2nd by G. Moore: Motion carried (6 ayes)

**NEXT MTG: January 22, 2024**

- *Annual Meeting 5:00 PM*
- *Regular Meeting to follow*

## Mount Morris Library Association

Dr. M. Fernanda Astiz

Director's Report, December 4th, 2023

### Administrative

Fernanda is working on several updates on circulation policies and processes and is putting together a guide for library staff. Based on a general template provided by OWWL, Fernanda is working on the library's employee handbook.

She is also working on two grants that provide funding for building renovations geared to address the needs of special needs patrons. LIV CO Libraries received a capital improvement grant of \$8000 total to distribute among them based on the merit of the submitted request and library needs.

Fernanda attended the following events:

1. An advocacy event at the Henrietta Public Library. Several Library directors from regional libraries met with NYS lawmakers.
2. Libraries Addressing Health Information and Disinformation
3. Introduction to Emergency Planning. A two-week online course. During the course, she developed a draft Emergency Plan for the Board to review. A copy is attached to this report.

### *Mileage Reimbursement (\$1,000)*

To support and encourage participation, the System will offer supplemental mileage reimbursement for travel to and from system-sponsored meetings that are not primarily hosted online.

1. Mileage is counted from your library/home (whichever is closer) to the meeting place. 2. Mileage is reimbursed to the member library at 50% of the current IRS-approved rate per mile – This is meant to be supplemental; Member Libraries are encouraged to fund the remainder of the IRS-approved rate per mile. 3. Claims must be submitted by December 26, 2023. Only one claim per library per meeting will be accepted.

### *Existing System Policies Impacting Member Libraries*

Ron plans on putting together a document (similar to the Cost and Services Document) that outlines the System's service policies.

Right now, this list includes the following policies:

- Brand Usage Policy.
- Confidentiality of Patron Records Policy.
- Construction Aid Policy.
- Reduced Match Eligibility Requirements.
- System and Member Library Relationship Policy.
- Procurement Policy.
- Acceptable Use and Internet Safety Policy.
- Computer Support Policy.

- Data Breach Policy.
- Systems Access and Confidentiality of Library Records Policy.
- Wi-Fi Access Policy.
- Code of Conduct Policy.
- Pest Management Policy.

None of these are new (except for the Data Breach Policy), but they all impact how the System provides services. I think it will be helpful to have them all listed in our red binder with an explanation.

### Technology

A couple of monitors are faulting. OWWL's IT staff recommended to replace the public computer monitors.

### Staff

The performance evaluation took place this past month. Find attached the evaluation template used. In the following weeks, Fernanda will be meeting with every clerk to go over the evaluation.

After her six-months performance evaluation (11-18-23), Edna Painter presented her resignation effective Saturday, Nov. 25<sup>th</sup> 2023.

Shelly is recovering as expected. She came back the Tuesday of Thanksgiving week only for three hours. She wishes to get back to her regular extended schedule in two weeks, December 12, 2023.

The library should provide an "end of the year recognition" for its part-time library staff.

Nikki has been doing a wonderful job as a volunteer. She is currently assisting with the Christmas decorations.

We have a new volunteer, Vickey Myers. She will start her volunteering work this coming Saturday, December 9, 2023.

### Youth programs

Story time is currently being held twice a week. In September we posted a form on Facebook asking people what days and times would work best for families to join us and the results were Thursdays at 6:00PM and Fridays at 4:00PM. Since then, we typically have 0-2 children join us on Thursdays and 1-5 children on Fridays. The turnouts are lower than we expected, but the people who show up are consistent and enjoy the activity.

Every story time session is roughly 40 minutes. We split it into two parts: stories and crafts. Right now, we are entering our winter theme. The stories this month will be focused on wintertime animals, activities, weather, and holidays. Each craft is related to the theme of story time that week.

To finish this year, and start the new year, we are planning some new events geared towards upper elementary children and teenagers. We have a free online program called READ Squared that helps children keep track of their reading. They simply log what they read and earn points for it. After they acquire so many points, a new mini game and free story are unlocked for them to enjoy. We plan to

launched READ Squared in January. Lastly, we are planning to end the year with a board game night for teens at the end of December. If all goes well, we will consider doing more nights like it.

#### General programming

The Spice Club night continues to drive interest among our patrons. The December spices are ginger and allspice.

The free disinfectants and personal hygiene items that Fernanda picked up from Canandaigua were very well received. We run out of them very quickly.

*The Give Back Week* was a success. We filled in a box with personal hygiene products, which the library donated to MM's Catholic Charities.

The library offered free mittens, gloves, scarfs, hats, and earmuffs for children and adults donated by the Church Jane attend.

Grab and Go handcraft are very popular among children and adults.

Respectfully submitted,

Fernanda Astiz